

## Management System: Records Management

## Subject Area: Records Management

# Procedure: Records Disaster Prevention Inspections

**Issue Date and  
Revision Number:**  
04/01/13 0

**Lead Subject Matter Expert:**  
Jackie Schoultheis or Kathy Reid

**Management System Owner:**  
John Sattler

### 1.0 Applicability

This procedure applies to all Environmental Management Consolidated Business Center (EMCBC) organizations and may be adopted by an Environmental Management (EM) small site or supported site, at their discretion.

### 2.0 Required Procedure

The purpose of this procedure is to specify the actions to be completed on a monthly basis to inspect centralized file rooms, records holding/records storage areas that contain significant quantities of records. At a minimum, designated file rooms at the Chiquita Office location and the Springdale records holding area/storage area are to be inspected.

▲ Clarifying terms if adopted by an EM small site:

- Records Coordinator (RC) replaces the term organizational Record Custodian (RC).
- Small sites Records Management Field Officer (RMFO) replaces the term RMFO.

<b>Step 1</b>	<b>RMFO</b> identifies the locations/areas to be inspected.
<b>Step 2</b>	<b>RMFO</b> contacts the Records Management (RM) staff and/or RC responsible for the location/area and provides date/time of the inspection in the event the RC would like to participate.  Note: At a small site, additional RM staff or Records Custodians may not exist, in this event proceed to step 3.
<b>Step 3</b>	<b>RM staff/organizational RC</b> conducts the inspection.

	<ul style="list-style-type: none"> <li>• Evaluate the overall storage environment, conditions, and practices.</li> <li>• Perform random sampling and inspection of the stored documents to check for signs of insects, vermin, and moisture.</li> </ul>
<b>Step 4</b>	<b>RM staff/organizational RC</b> to complete the “Records Disaster Prevention Inspection Checklist” (Attachment 1).  If no issues found, proceed to Step 7.
<b>Step 5</b>	If issues/concerns found, document, notify the appropriate individual(s) to address a resolution and file for follow-up within 30 days.
<b>Step 6</b>	Return to Step 3 for follow-up and re-inspection of area to closeout issues/concerns. Repeat Step 5 as necessary. Once issue has been resolved, proceed to Step 7.
<b>Step 7</b>	<b>RM staff /organizational RC</b> finalize the checklist by signing the document and filing.

### 3.0 References – Forms/Attachments/Exhibits

- Attachment 1: Records Disaster Prevention Inspection Checklist

### 4.0 Records Generated

Records generated through implementation of this document are identified as follows and are maintained by the Office of Technical Support & Asset Management in accordance with the EMCBC Organizational File Plan.

<b>Records Category Code</b>	<b>Records Title</b>	<b>Responsible Organization</b>	<b>QA Classification (Lifetime, Non-Permanent or N/A)</b>
ADM 16-07	Records Management Files – Records Storage Inspection Checklist	Office of Technical Support & Asset Management	Not Applicable

## **EMCBC RECORD OF REVISION**

**DOCUMENT TITLE: Records Disaster Prevention Inspections**

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

- I** Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.
- I** Placing the words GENERAL REVISION at the beginning of the text.

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<b>Rev. No.</b>	<b>Description of Changes</b>	<b>Revision on Pages</b>	<b>Date</b>
0	N/A 1 <sup>st</sup> Edition to meet EMCBC MS needs.	N/A	4/1/13